



## What to do to Register!

To register do the following step by step:

### 1. Admission:

- 1.1. Complete the "Application Form for Admission" in two copies.
- 1.2. Present the completed application forms with copies of certificates, transcripts, and other testimonials as required and original certificates and credentials for cross checking and verification.
- 1.3. Pay the appropriate fee to Finance Services for application, registration, courses, and modules etc. for the first year first semester in accordance to the prescribed fee rates.
- 1.4. Receive two cash receipts from Finance Services one for Registrar Office (Blue color) and another for candidate original copy (white color).
- 1.5. Submit to the Office of the Registrar the blue-color cash receipt along with the application forms and documents.

### 2. Registration:

- 2.1. Collect the appropriate course registration slips in four copies and your ID card from the Office of the Registrar.  
**N.B.** *It is possible that adjustments may be made with respect to course offerings.*
- 2.2. Take the slips to the Registration Confirmation Desk and get the Registrar's seal on the slips and on your ID card.
- 2.3. Collect two of the slips and your ID card from Registration Confirmation Desk.
- 2.4. Collect your module(s) by presenting one of your registration slips.

END OF REGISTRATION